

## Request for Disbursement

Name and address of the grant recipient:

**Mandatory**

The address must be identical to the address which is on page 1 of the contract / cover sheet

Contact person: **Mandatory**

E-Mail: **Mandatory**

Tax number: **Mandatory**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH  
Friedrich-Ebert-Allee 36  
53113 Bonn

Date: **Mandatory**

Invoice no.: **Optional**

Reference no.: **Optional**

Project processing no.: **Mandatory**

Agreement no.: **Mandatory**

Request for a disbursement in line with the contract and schedule of funding requirements for the period from **Mandatory** to **Mandatory**

### General Information: How to prepare and to submit:

- download the form Annex 3c from our website and save the file
  - open the file with Adobe Acrobat Reader
  - complete the **mandatory** fields
  - Upload the schedule for funding requirements (annex 3b) and the bank confirmation (annex 3h)
  - Submit electronically by pressing the „send to GIZ“ button
  - an extra e-mail opens : [invoice@giz.de](mailto:invoice@giz.de)
- Send only ONE pdf. Do not submit any extra files.

Enter the period for which the disbursement is requested (actual period) (see 4th row of the financial overview)

- do not request funds for already reported periods
- do not request funds for periods where the financial report is overdue
- do not request funds for previous periods

### Financial Overview

Reserved for GIZ

1.Row	Total actual costs incl. advance payments to third parties* up to the period before the previous one	<b>Mandatory</b>	
2.Row	Sum of all previously received payments, in total	<b>Mandatory</b>	
3.Row	Requirements for the foregoing period	<b>Mandatory</b>	
4.Row	Requirements for the current period	<b>Always Mandatory</b>	
	Request for a disbursement for the current period in the amount of	<b>Will be calculated automatically</b>	

**1. Row: Total costs to be entered from 3rd period on** (including:

- already reported to GIZ up to the period before the previous one - estimated costs not yet reported - advance payments to 3rd parties)

**2. Row: Total amount of all received payments** (to be entered if payments were received )already)

**3. Row: Requirements for the previous period** (from 2nd period on)

**4. Row: Requirements for the upcoming period**

Account holder:

IBAN / Acc. No.:

SWIFT / BIC:

Bank:

A bank confirmation must be submitted first before we could process any disbursements

The bank information entered on the disbursement request must be identical to the information provided in the bank confirmation.

If the bank data changes, do not forget to provide in time a new bank confirmation (annex 3h)

As per the agreement, we confirm the opening of a

(Please place checkmark in the relevant fields)

sub-account

Please tick only one

separate cost

This is just a confirmation- no need to provide documents to GIZ.

von GIZ auszufüllen / only for GIZ	
KR	
Legnr.	
<input type="checkbox"/> Batch Input	<input type="checkbox"/> manuelle Zahlung
ingang FiVa	
Basisdatum	<input type="checkbox"/> Sofort

\* We confirm the amount of the total costs entered above incl. expenditures to third parties

Note: The recipient shall establish the formal requirements for an input VAT deduction, as far as legally possible